



### **SUBSTITUTION OF ATTORNEY**

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Misc. Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Substitution of Attorney** from drop down list; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** Select party or parties on whose behalf the substitution is filed; click [NEXT]
-  *TIP - To select more than one party (i.e joint debtors) you must press the [CTRL] key while selecting the additional parties.*


IF	THEN
Substitution is filed by current attorney	Proceed to Step 7
Substitution is filed by superseding attorney	Place a check in the box to create the association; click [NEXT] Proceed to Step 7

- STEP 7** Upload PDF file and any attachments; click [NEXT]
-  *TIP - Supporting documents such as a Certificate of Service are uploaded as ATTACHMENTS to the Substitution of Attorney.*
- STEP 8** Select the attorney(s) no longer associated with the case, click [NEXT]

**STEP 9** Enter last name of superseding attorney; click [SEARCH].

IF	AND	THEN
Search result produces names	the attorney's name appears on the list	highlight attorney's name; click [SELECT NAME FROM LIST]; confirm attorney information; click [ADD ATTORNEY]
Search result produces names	the attorney's name does NOT appear on the list	click [CREATE NEW ATTORNEY]; enter all information; click [ADD ATTORNEY]
Search result does not produce names		click [CREATE NEW ATTORNEY]; enter all information; click [ADD ATTORNEY]


**STEP 10** Select party or parties on whose behalf the substitution is filed; click [NEXT]

 *TIP - To select more than one party (i.e joint debtors) you must press the [CTRL] key while selecting the additional parties.*

**STEP 11** Click [END ATTORNEY SELECTION]

**STEP 12** Confirm case name and number; click [NEXT]

**STEP 13** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

 *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use [BACK] button on your browser **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION***

SAMPLE DOCKET TEXT

**Substitution of Attorney, terminating John Hughes and adding Mo Wong as**

**attorney for Jeffrey Jasper. (Hughes, John)**

**STEP 14**      **Notice of Electronic Filing** displays